



## JOB DESCRIPTION

Job Title: Vice President, Europe and MEPA regions

Department: Business Development

Job Location: Europe, Middle East, Pakistan, Africa

Date: December 01, 2014

Hours: 8:30 – 17:30; flexible

Reports to: SVP, Business Development

### Organization Summary:

The Entrepreneurs' Organization (EO) is a global peer-to-peer business community of 10,000+ leading entrepreneurs in more than 143 chapters and 46 countries. These successful entrepreneurs are transforming the world, fueling the global recovery through innovation, job creation and economic development. And they do so by being bold, trusting and respecting their peers and having fun- some of the core values deep in our code of conduct. EO educates, transforms, inspires and offers invaluable resources to these entrepreneurs geared towards personal and professional growth.

### Job Summary:

We're looking for someone to lead the growing number of staff in two regions: Europe and MEPA (Middle East, Pakistan and Africa). Currently these two regions combined have 29 chapters with possible new ones for this fiscal year. Both regions have several initiatives to expand awareness, increase their community and engage with fellow members, partners and supporters via EO's products and services. The VP will have experience with member-driven organizations and managing staff in remote locations to execute current programs, create new initiatives, stabilize operations, build internal communication channels and motivate the regional staff to perform to their best abilities. We're looking for someone who embodies EO's core principles of teamwork, creativity, service, professionalism, trust and respect and having fun!

### Essential Duties and Responsibilities:

The VP, Europe and MEPA will be guided by the bylaws and policies as established by EO's Board of Directors. When we think of the responsibilities of one of EO's most senior staff leaders, here's what we envision this person to be:

#### Europe and MEPA Team Leader

- Lead the Europe and MEPA teams responsible for managing the programs and services focused on EO's vision, mission and values. As of early 2015, this would be approximately eight staff.
- Build an internal communication structure for reporting and sharing content amongst a team where all members work out of home offices in different countries.
- Analyze how staff serves EO members; provide solutions in areas where service is less than optimal.
- Coach and mentor talent, by inspiring your staff to want to develop themselves as a person both in their personal and professional goals.
- Excel at building extraordinary relationships- we want mutually beneficial relationships with members, leaders, partners, staff and anyone else interested in the EO community.

#### Strategist

- Update and drive Europe and MEPA plans to attain regional, area and chapter goals.
- Advise the EO Executive Team on strategy and vision best for Europe and MEPA; develop and fine-tune the strategy year after year.
- Offer advice to staff that present strategic ideas to improve upon current practices.

- Review membership data: recruitment, integration, retention, renewal and attrition. Collaborate with senior members of the business development team to provide best strategy in all five functional areas.
- Strategically engage with both Europe and MEPA's Regional Councils and participate actively on one other global committee. Work together with the members leaders to meet their yearly goals.
- Engage with the Presidents of 29 chapters currently in both regions combined.
- Drive member participation to local, regional and global events.
- Collaborate with the Business Development Director to launch more chapters in the region.
- Develop the business case for new partnerships, non-dues revenue and programs to launch in Europe and MEPA.
- Ideal but not required, provide insight to EO on the interworkings of local and regional governments (e.g. European Commission) and where EO could gain awareness via the governments' entrepreneurial-related programs.

### Operations Management

- Ensure the right staff is in place to facilitate Europe and MEPA committees, task forces and councils. Set our staff and member volunteer leaders up for success.
- Create with member leaders local budgets- review expenditures and suggest ways to utilize funds.
- Understand the intricacies of Human Resources and have experience in dealing with matters related to staff's compensation, training and development.
- Draft and review organizational contracts, agreements, and commitments with outside contractors, vendors and suppliers.
- Establish how communications are handled from member to staff appropriately and timely.
- Be prepared for growth and the probable new responsibilities that come with growth that the EO Executive Team may delegate to you.

### Activity Builder

- Encourage ideas to provide member value in Europe and MEPA. Develop ideas into concrete plans, actions and measurable outcomes. Communicate ideas through various channels to develop into new approved member programs. You will have overall responsibility for the development and execution of Europe and MEPA programs. Monitor the staff's involvement and member engagement in these programs so that they are effectively administrated and controlled.
- Write, fine-tune and support strategy plans for chapter launches and pursue success.
- Offer local cultural viewpoints to the Strategic Engagement Committee and advise what local partnerships to pursue.
- Widen the influence of recently created global programs in Europe and MEPA. Some include a focus on student entrepreneurs, spouses and entrepreneurs who have not qualified for membership yet.
- Provide programming ideas to our learning department crafting educational sessions.

### Communicator

- Create communication channels to share internal information and ensure staff absorbs information.
- Lead the communication strategy and manage communication initiatives.
- Have an interest to speak publicly and give presentations locally, regionally and possibly globally. Possible external presentations could be at chapter strategy summits, local entrepreneur conferences and partner (strategic alliances) engagements.
- Update the Executive Team on the conditions and operations in Europe and MEPA and all factors influencing the operations.
- Ensure your staff knows the latest from the Board/Executive Team and how we're doing achieving our global metrics.

### Global Integrator

- Engage respectfully with all chapters in region and travel to interact with members.
- Align local and regional action plans with global plans; advise on global thinking with local strategy in our key growth markets. We currently have a growth initiative in Africa.
- Collaborate with headquarters and ensure the staff knows your role and how to work with you.

- Balance the needs of your staff. You know where there are similarities, differences and concerns with differing points of view from employees based regionally and employees at HQ.

## Education and Experience:

### Required:

- Bachelor's degree
- 8+ years of experience at senior/executive level in association management or related business experience.
- 5+ years managing staff and implementing personnel procedures
- Track record in dealing with complex issues and guiding teams towards solutions
- Strong written and verbal communications skills
- Well-developed analytical and problem solving skills
- Ability to interact with entrepreneurs with tact diplomacy and poise
- Ability to travel globally
- Exercises confidentiality and discretion
- Must currently live (or have lived and willing to relocate back) in Europe, Middle East, Pakistan or Africa regions.

### Desired:

- In-depth comprehensive understanding of association management- interworking, committees, councils and other volunteer groups.
- Has lived and worked in a different culture than home country or has substantial experience working with regional teams
- Has managed staff remotely and familiar with team dynamics whereby the entire team is based in home-office environments
- Bilingual or multilingual
- Has experience in either marketing / sales / business development / external relations
- Familiar and/or interested in technology and how next generational tools can be used to reach organization goals

### Characteristics:

- |                   |   |
|-------------------|---|
| · Self-starter    | · Service-oriented                            |
| · Detail-oriented | · Thinks out of the box/ encourages new ideas |
| · Inspiring       | · Listener                                    |
| · Confidant       |   |

Impress us with your abilities and share your passions.  
And know that the Europe and MEPA staff that you may be leading soon,  
is really one of the best teams assembled.  
Make your mark with EO and join this organization.

Nothing contained in this job description, or conveyed during any interview which may be granted or during any period of employment (if hired) with Entrepreneurs' Organization, is intended to create an employment contract with any employee or prospective employee of the Firm for any specified period of time. Work rules and benefits in effect are subject to change from time to time, according to the needs of the organization. Any and all employment with Entrepreneurs' Organization is "at will," that is, for no definite or determinable period and subject to termination at any time, with or without cause and with or without prior notice, at the option of either the employee or the organization.

Entrepreneurs' Organization is an equal opportunity employer.